

OTE 84-1102

26 April 1984

MEMORANDUM FOR: See Distribution

FROM:

Director of Training and Education

SUBJECT: Facilitators for Validation Phase of Competency Project

1. The competency questionnaire you recently completed was a step in a plan to identify, differentiate, define and integrate key training and administrative competencies into the MT Career Service system. The Career Board has endorsed the concept of a competency based evaluation system as a mechanism for creating a "common language" for comparing the skill levels needed by careerists in different assignments and as a guideline for assignment and career development. Before such a system can be implemented however, the ASTD (American Society of Training and Development) model must be "translated" into roles, competencies, and skill levels that reflect OTE reality.

2. I invite you to take an active role in this translation process by serving as a facilitator in one of the groups that will be formed to translate the competencies and to provide concrete examples of realistic skill levels. You have been identified as a likely candidate because of the breadth of your experience in OTE and with the recommendation of your management.

3. Time required to assist in this project should total no more than 40 hours over the course of the summer. I have asked [redacted] (IT/ATB) to head this project and to train and coordinate the work of the facilitators. She will be contacting you to discuss your role and to get your ideas.

4. Thank you for participating in a project that will have important implications for your career service now, and in the future.

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Finding Facilitators for Competency Project

FROM:

IT/ATB

EXTENSION

NO.

DATE

23 Apr 84

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TO: (Officer designation, room number, and building)

DATE

RECEIVED

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OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

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~~Addressees indicated~~

The attached draft is proposed as an invitation from [] for facilitators to take part in the validation phase of the competency project.

I have spoken with the individuals listed below as well as with their supervisors to get suggestions on facilitators and general permission for people to take part.

After conferring with their chiefs the people recommended include:

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[] also indicated he was very interested but still up in the air as to when he would move to his new job and how much time he would have available.

Pat would you put this in front and get it ready for distribution

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